

## **EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2017-10**

The U.S. Embassy Belmopan has an opening for a time limited Visa Clerk position. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

### **BASIC FUNCTION OF THE POSITION:**

- Assists in the processing of non-immigrant visa applications and reviewing documents to assure acceptability and completeness.
- Provides information to the public in person and by telephone.
- Processes required clearances, U.S. affidavit(s) of citizenship, applications for U.S. passports and applications for immigration and naturalization services transportation letters.
- Performs data input, record keeping and filing.

### **QUALIFICATIONS REQUIRED:**

- Completion of secondary school is required.
- One year experience in office clerical work is required.
- Level III (good working knowledge) speaking/reading/writing English is required.
- Good working knowledge of Microsoft Word or equivalent is required.
- Must be able to tactfully deal with the public and work under continuous pressure.

**LENGTH OF APPOINTMENT:** This time limited appointment is from June, 2017 to September, 2017. (Note: Employment start date will correspond with the approval date of the security certification.)

**WHO MAY APPLY:** Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

**HOW TO APPLY:** Interested candidates must submit the following in order to be considered for the position. 1. Universal Application for Employment (UAE) form (DS-0174); plus 2. Any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:** [BelmopanJobs@state.gov](mailto:BelmopanJobs@state.gov). All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on [http://belize.usembassy.gov/job\\_opportunities.html](http://belize.usembassy.gov/job_opportunities.html). Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: Visa Clerk, Vacancy Announcement No. 2017-10. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position descriptions and the required application form (DS-0174) are posted on the Embassy's website at [http://belize.usembassy.gov/job\\_opportunities.html](http://belize.usembassy.gov/job_opportunities.html). The deadline for submitting applications is Wednesday, May 31, 2017. Applications will not be accepted after May 31, 2017.

The U.S. Mission in Belize provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual

**orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**